Talent Management

Information Session
Objective

Help you learn more about WCU’s:

- Talent Management Cycle
- Associated processes and workflows
- The system that supports them – PeopleAdmin
Agenda

- What’s New?!
- WCU Talent Management Cycle / Processes
- Key Talent Management Workflows
- User Roles
- PeopleAdmin Highlights
- Current and Next Steps
- Wrap Up & Questions
What’s New?!

1. Talent Management processes further defined & branded

2. Workflows Have Been Updated
   - User roles renamed and clarified
   - Reduction of paper and manual processes
     - All temporary hires (temporary hourly, time limited, and temporary PT)
     - Spring 2016 Adjunct Faculty appointments
   - Steps streamlined
What Else is New?

3. The system is being upgraded
   - PeopleAdmin
   - Many user friendly features

4. Some new terminology
   - EHRA & SHRA replace EPA & SPA
   - Glossary being developed for easy reference
   - Common language fosters common understanding
Benefits to Users

😊 Workflow clarity

😊 Ability to monitor - transparency

😊 Improve collaboration within and across departments

😊 More easily track hiring-related decisions and documents

😊 Improved efficiencies
### WCU’s Talent Management Cycle & Processes

**Position Management**
- Create & Modify Position Descriptions
  - PD repository
  - Create new positions
  - Modify positions and track updates, i.e. new duties, budget funding, salary, and reclassification actions.

**Recruitment and Selection**
- Post Jobs & Screen Applicants
  - Applicant management
  - Screening & Selection
    - Application Reviews
    - Interviews
    - Recommendation for Hire
  - Prepare Offer & Track Outcomes

**Performance Management**
- Help Employees Succeed
  - Performance Evaluation
  - Performance Plan

**Onboarding**
- Compliance/Help New Employee Get Started
  - New Hire Paperwork
  - New Employee Orientation
  - First Year Plan

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WCU’s Talent Management Cycle & PeopleAdmin Workflows

1. Create New Position
2. Modify Position
   - Reclassification/salary adjustment
   - Position update/no salary adjustment
   - Position funding
   - Duties

PeopleAdmin Modules for these two processes will be added in 2016
- Performance Management – integrated with new system after upcoming evaluations are completed
- Onboarding – e.g. electronic signatures and dashboard

1. Posting
2. Application or Applicant
3. Hiring Proposal
## User Roles

<table>
<thead>
<tr>
<th>User Role Title</th>
<th>Permission to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>View own documents, edit own profile, and control own emails</td>
</tr>
<tr>
<td>Initiator</td>
<td>Create new positions, modify positions, and create new postings</td>
</tr>
<tr>
<td>Approver</td>
<td>Approve actions received from an Initiator</td>
</tr>
<tr>
<td>Applicant Reviewer</td>
<td>Manage the applicant work flow for assigned postings</td>
</tr>
<tr>
<td>Search Committee Member</td>
<td>View applicants and their materials and use evaluative criteria, when available, for assigned postings</td>
</tr>
<tr>
<td>Division Head</td>
<td>View and modify/edit anything in the respective division</td>
</tr>
<tr>
<td>Associate Provost</td>
<td>Confirm that the AA21 is approved (outside of online system)</td>
</tr>
<tr>
<td>Budget</td>
<td>View and modify/edit everything</td>
</tr>
<tr>
<td>Grants/Research</td>
<td>View and modify/edit everything</td>
</tr>
</tbody>
</table>
PeopleAdmin Highlights

➢ **HOME TAB**
  - Inbox, Watch List, User Role Finder, and Module Indicator

➢ **ADDRESSES USER ISSUES WITH CURRENT SYSTEM** (reduces the “clunkiness”)
  - Single sign-on
  - Can use the back arrow button
  - Can work in multiple windows without getting bumped out 😊
  - Automatically saves as data is entered/changes are made OR you get a prompt to save

➢ **APPLICANT SCREENING**
  - Adds new tools – applicant questions for screening applications (question bank), evaluative criteria, and data summaries to help search committees and managers with their reviews

➢ **HIRING PROPOSALS**
  - Captures information on your new hire
  - Pulls in job description and posting information
  - Replaces the personnel action form 😊
Western Carolina University Site

Click Here

Authenticate with single sign-on? SSO Authentication

Username
Password
Log In
Current & Next Steps

- Pull current position descriptions into new system
- Close current system to new position actions on September 18th (will complete processes already started in current system)
- Test, test, test new system
- Complete informational materials for online posting
- Conduct individual and small group training based on priority needs and provide on-going assistance as needed

Go-Live date for new system – October 5th!
Wrap Up

We provided an overview of:

- Talent Management Cycle
- Associated processes and workflows
- The system that supports them – PeopleAdmin
- Current and next steps